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ODP-1264-77
11 JUL 1977

MEMORANDUM FOR: [REDACTED]
DDA EEO Officer

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : FY 1978 EEO Plan

REFERENCE : Memorandum from [REDACTED]
dtd 15 June, Same Subject

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1. Attached are Parts A and B of ODP's proposed EEO plan for 1978. Our accomplishments are cumulative for the year through 30 June. Parenthetic remarks are included to show our current status as compared to where we expect to be on 30 September. The specific objectives you asked be covered are included.

2. We have chosen to report our statistics in the same form as they are presented in the APP since we are attempting to make our EEO Plan, PDP, APP and other reports consistent with each other. We consider the APP to be our master plan. Therefore we did not break out training for women by specific course in our EEO Plan. Here is our break out:

<u>Course</u>	<u>Women Enrolled Since 30 Sept 76</u>
Senior Seminar	0
Advanced Intelligence Seminar	0
Management Seminar	1
Mid-Career	1
DDS&T Career Development Course	1
Management by Objectives	1
Managerial Grid	0
Career Counseling	0
Fundamentals of Supervision and Management	3
Supervisory Skills	1
Office Management Seminar	0
Secretarial Administration	3

Employee Development
Information Science for Managers
External Management/Development

3

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0

115




Clifford W. May, Jr.

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11 July 1977

OFFICE OF DATA PROCESSING
AFFIRMATIVE ACTION PLAN
FOR EQUAL EMPLOYMENT OPPORTUNITY
FISCAL YEAR 1978
PART A - INTRODUCTION

1. Policy

The Office of Data Processing (ODP) provides equal opportunity in employment for all persons and prohibits discrimination because of race, color, religion, age, sex, or national origin in every aspect of its practices with respect to hiring, use, development, advancement, and treatment of its employees. Within the limits imposed by budget, T/O strength, and promotion headroom, ODP seeks to (a) provide, to each of its employees who demonstrates interest and potential, an opportunity to acquire necessary skills and experience and a chance to move up to more responsible positions. (b) identify the skills, training, and experience present in its work force and ensure that they are fully utilized in furtherance of ODP's mission. (c) structure its tasks and provide necessary facilities in order that handicapped persons may be fully integrated into its operations.

2. Organization and Responsibilities

a. The Director of Data Processing exercises personal leadership to ensure that an environment conducive to equal opportunity exists within ODP. He gives his personal attention to the program, providing general guidance for and specific approval of actions taken within the purview of the program. He continually reappraises ODP's performance to ensure that all personnel-related actions are compatible with the principles of equal employment opportunity. He holds subordinate line managers and supervisors accountable for the conduct of ODP's EEO program within their functional areas.

b. ODP component chiefs make full utilization of their employees' skills and training, restructuring tasks where necessary and providing opportunities for upward mobility. They ensure that all employees, including minority and female employees, have opportunities commensurate with their capabilities and desire to learn and progress. Component chiefs

give all employees the opportunity to address, and have examined, any perceived inadequacies in ODP employment policies and practices. Component chiefs are responsible for processing discrimination complaints in accordance with published procedures, and for positive application of the EEO program within their component. Each employee is expected to cooperate with and participate in the ODP EEO program as appropriate.

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c. The Director of Data Processing has appointed his Executive Officer, Mr. [REDACTED], in addition to his other duties, as the ODP EEO Officer to assist in implementing, monitoring, and advising the Director on any problems which arise with respect to ODP's EEO program. As ODP's Career Development Officer [REDACTED] also performs similar oversight duties with respect to Upward Mobility (Project AIM, and ODP's TEC Program), the Hispanic Program, and the Federal Women's Program. He acts as the employee's ombudsman in his capacity as a member of the MZ Career Sub-Group Board. He is specifically charged with administering the discrimination complaint system within ODP and with developing the Annual Affirmative Action Plan for EEO. The ODP EEO Officer currently spends approximately 14% of one man-year on these several programs. STATINTL

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d. The EEO Officer is assisted by Mr. [REDACTED] as Chief of the Training Branch, operates ODP's internal upward mobility training system, the TEC program. Ms. [REDACTED] of ODP are DDA part-time EEO Counselors, and Mr. [REDACTED] of ODP is a DDA Discrimination Complaint Investigator. All these individuals have received specific training designed to make them more effective in their EEO duties, and have been able to adequately handle all counseling needs which have arisen in ODP to date. STATINTL

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e. The MZ Career Sub-Group Board serves as a forum for discussing and planning ODP's Affirmative Action Plan for EEO and is therefore sensitive and attentive to EEO considerations while performing its normal personnel evaluation and human resources management functions. The Board assesses the current status of equal employment within ODP and presents planned solutions to specific problems not handled directly by the EEO Officer, to the Director of Data Processing for approval. The Board aids the EEO Officer in developing the Annual Affirmative Action Plan for EEO.

3. Allocation of Personnel and Resources for EEO

<u>Program Areas</u>	<u>PT</u>	<u>%</u>	<u>Program Costs</u>
1. EEO Program Administration and Management			
a. EEO Officers	1	14	
b. Federal Women's Program Board	1	2	
c. Hispanic Program	1	1	
d. Upward Mobility Training Specialist	1	10	
e. EEO Counselors	2	5	
f. EEO Investigators	1	1	
g. Other Personnel Clericals	2	10	
h. Career Panels and Boards	33	5	
2. Administrative Expenses:			
1. Travel			\$ 302.00
2. MCM Telephones (3) (for Deaf employees)			1,920.00
3. Training			960.00

PART B - REVIEW OF ACCOMPLISHMENTS - THRU 30 June 1977

OBJECTIVE 1:

Provide one trained EEO Counselor for each of the two major ODP components and/or geographical locations. Provide for direct ODP representation in the Agency's administration of the Hispanic program. Provide a trained back-up/reinforcement for ODP's Federal Women's Program Coordinator.

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ACTION:

Appoint an EEO Counselor for DD/A in [] building.

Arrange with the Agency's EEO Office to send the new appointee to the CSC's EEO Basic Counseling Course and the CSC's Investigation of Complaints of Discrimination Course.

Select one of ODP's three Hispanic employees as an EEO Counselor and identify this counselor to the Agency's coordinator for the Hispanic Program.

Select a female employee as an EEO Counselor and identify this counselor to the Agency's Federal Women's Program Coordinator. Nominate this employee as a replacement for our current representative on the Women's Advisory Panel. Arrange with the Agency's EEO Office to enroll this counselor in CSC's Federal Women's Program Course.

RESPONSIBLE OFFICER:

Director of Data Processing on advice of EEO Officer. Administrative Staff arranges training.

TARGET DATE:

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30 September 1977

ACTION TAKEN:

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ODP appointed Ms. [] to be our second EEO Counselor responsible for our components in the [] Building (Ms. [] continues to be our EEO Counselor for Headquarters Building components. We have no EEO Counselor for

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SPS in Rosslyn). [] has been enrolled in CSC's EEO Basic Counseling Course (12-14 July), Investigation of Complaints of Discrimination Course (20-23 September), and Federal Women's Program Course (9-11 August). She has been identified to the Agency's coordinator for the Hispanic Program. She was nominated to the DCI's EEO Advisory Group.

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[] was nominated as a replacement for Ms. DDA Working Group of the Federal Women's Program Board. She has been enrolled in the CSC's Federal Women's Program Course (9-11 August). Note that this is a deviation from ODP's action plan in order to actively involve more women in EEO programs.

OBJECTIVE 2:

Provide training and orientation in personnel administration and in equal opportunity to ensure that current ODP supervisors and managers understand and support the Agency's EEO Program and can effectively administer the published Discrimination Complaint procedures.

ACTION:

Enroll 2 supervisor/managers at Division Chief/Deputy Division Chief level in OTR's EEO Seminar and/or Career Counseling Course. Discuss the supervisor/manager's EEO performance during MZ Career Sub-Group deliberations concerning competitive ranking for promotions.

RESPONSIBLE OFFICER:

ODP Division Chiefs designate persons to be trained, Administrative Staff arranges enrollment.

TARGET DATE:

30 September 1977

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ACTION TAKEN:

ODP enrolled 1 supervisor [] in OTR's "Management of Equality" Course but he was unable to attend. 1 supervisor will attend in July []. ODP enrolled no supervisor in OTR's Career Counseling Course so far this year. ODP enrolled

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12 supervisors in OTR's Fundamentals of Supervision and Management course. In addition, 2 other employees attended OTR's EEO Seminar during the first part of the year.

The MZ Career Sub-Group Board considered each supervisor/manager's EEO performance during their deliberations concerning competitive rankings for promotion.

OBJECTIVE 3:

Ensure that full information is readily available so that all minority and female employees can be aware of the Agency's EEO Program and Discrimination Complaint system and know they have full freedom, without fear of reprisal, to use the complaint system to the fullest extent.

ACTION:

Enroll 4 female and 4 minority employees in OTR's EEO Seminar (other minority and female employees will be enrolled in subsequent years).

Publish the pictures, names, office addresses, and office phone numbers of ODP's EEO Officer and Counselors in an Office Notice and on the bulletin boards within ODP's offices and computer centers and distribute appropriate literature.

Interview a representative sample of female and minority employees on a spot-check basis to determine their attitudes toward ODP's EEO program and their understanding of discrimination complaint procedures.

RESPONSIBLE OFFICER:

EEO Officer and Administrative Staff

TARGET DATE:

30 September 1977

ACTION TAKEN:

ODP was unable to enroll any female or minority employee in OTR sponsored EEO training during the year due to limited quotas.

ODP's EEO Plan has been distributed to all divisions. We will prepare an Office Notice to be posted on all bulletin boards next quarter.

OBJECTIVE 4:

Make better use of Agency recruiters' efforts.

ACTION:

Amplify published recruiting guides to make them more specific with respect to grades to be offered, experience required, etc., hence more realistic with respect to ODP's current and foreseeable needs.

Ensure that minorities are recruited in the Co-op Program.

Increase ODP's contact with vocational schools and higher educational institutions which have significant numbers of female and minority students enrolled in first-class computer science/information technology courses, and increase their awareness of our needs and opportunities.

Arrange for one ODP employee to accompany Agency recruiters on one recruiting trip to an appropriate school.

RESPONSIBLE OFFICER:

EEO Officer and Administrative Staff.

TARGET DATE:

30 September 1977

ACTION TAKEN:

ODP revised all its recruiting guides, making them much more specific. ODP will meet with Agency recruiters in September to explain our needs and give the recruiters a realistic forecast of our hiring plans for the coming year.

ODP received 39 applications from potential minority employees and interviewed 16 of them. We made 6 offers of which 2 were declined and 4 are in process.

ODP emphasized the need to recruit minorities into our

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Co-op program, this being the best long range source of minority employees who are capable of attaining senior positions. We were able to recruit one black male and 2 white female employees into the Co-op program this year.

[] C/D Div/Applications, visited Grambling University in Louisiana with an Agency recruiter. She interviewed several interested students, explaining ODP's needs and programs. We currently have one black female student from Grambling in our co-op program and we have received 1 application as a result of this visit. (and are expecting 4 more).

OBJECTIVE 5:

Establish/improve ODP's system to measure its EEO needs and progress.

ACTION:

Reexamine the identification of all T/O positions and all ODP personnel as professional, technical, or clerical so that we can better identify candidates and measure our progress in converting personnel to professional status.

As a part of the normal competitive personnel evaluation process, attempt to forecast a "highest probable grade" for the next five years for each employee, including minority and female employees, in order to forecast need for external recruitment versus internal development effort and in order to plan training.

RESPONSIBLE OFFICER:

EEO Officer in coordination with the MZ Career Sub-Group Board.

TARGET DATE:

30 September 1977

ACTION TAKEN:

ODP has began its reexamination of its T/O and has completed its comparative rankings in all grades.

OBJECTIVE 6:

Provide for upward mobility in ODP.

ACTION:

Review all clerical employees and identify potential candidates for conversion to professional and technical status.

Review all minority and female technical employees and identify potential candidates for conversion to professional status.

Identify one ODP professional entry-level position and reserve it for successful upward mobility candidates. (Project AIM).

If qualified personnel and available positions can be identified, reassign two clerical/technical employees for try-outs in ODP professional level positions in recognition of OJT, etc.

If qualified personnel and available positions can be identified, convert one female clerical and four technical employees to professional status.

RESPONSIBLE OFFICER:

EEO Officer in coordination with MZ Career Sub-Group Board and Administrative Staff.

TARGET DATE:

30 September 1977

ACTION TAKEN:

ODP has reviewed all its clerical employees plus all its minority and female technical employees and has identified candidates for possible conversion to professional status.

[REDACTED]. We have scheduled appropriate training for those candidates and are in the process of identifying positions they might qualify for.

ODP has set aside one professional entry-level position in A Division, Applications, for Project AIM.

During the year ODP converted four technical employees to professional status in recognition of OJT.

OBJECTIVE 7:

Enhance minority and female employee's skills and ensure their representation in training courses in proportion to their numbers in ODP.

ACTION:

Enroll minority and female employees in courses as follows:

<u>Component Conducted</u>	<u>EEO Core</u>	<u>OTHER OTR Management</u>	<u>OTHER OTR</u>	<u>External</u>
Black 26		4	15	14
Hispanic 4			2	3
Women 81	1 (Mid-Career)	7	23	43

RESPONSIBLE OFFICER:

Administrative Officer with concerned Division Staff Chiefs.

TARGET DATE:

30 September 1977

ACTION TAKEN:

During the year ODP had the following training enrollments for minority and female employees:

	<u>OB*</u>	<u>Component Conducted</u>	<u>EEO Core</u>	<u>Other OTR</u>	<u>External</u>
Black	26	25	0	15	16
Hispanic	3	1	0	1	4
Women	100	84	1	29	34

OBJECTIVE 8:

Increase minority and female representation in ODP.

*OB - On Board

ACTION:

Hire 1 Asian, 2 Hispanics, 2 Blacks, and 1 Woman at the Professional level.

Hire 1 Hispanic, 1 Black, and 3 Women at the Technical level.

Hire 2 Blacks, and 2 Women at the Clerical level.

Enroll 2 minority students in the co-op program.

Interview 40 minority applicants for anticipated openings in ODP.

RESPONSIBLE OFFICER:

Division/Staff Chiefs, aided by Administrative Staff.

TARGET DATE:

30 September 1977

ACTION TAKEN:

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During the year ODP had the following external hiring record:

Professional:

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Asian - [] was put in process and found unsuitable by the Security Panel.

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Black - [] was offered employment but declined. [] has been placed in process and [] has been interviewed.

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Hispanic - [] was offered employment but declined. [] has been interviewed.

Women - Ms. [] has been interviewed.

White women - Three were hired and one resigned almost immediately.

Technical - No qualified minority or female technical employee applicants were found. No white males were hired.

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Clerical - Two black females and one black male are in process. 2 white females were hired [REDACTED].

Co-op - One black male [REDACTED] was enrolled. Two White females were enrolled. [REDACTED] completed his program and began his military service. He may apply at a later date.

OBJECTIVE 9:

Review lists of persons recommended for promotion to ensure minorities and females are fairly considered for promotion over the long run in proportion to their representation in ODP.

ACTION:

Determine whether over the course of the year we have identified for promotion, assuming there are sufficient eligible candidates, at least 1 Hispanic, 8 Blacks, and 30 Women out of the 110 promotions projected for the year.

RESPONSIBLE OFFICER:

Chairman of the MZ Career Sub-Group Board.

TARGET DATE:

30 September 1977

ACTION TAKEN:

ODP has made 73 promotions this year, of which 2 were Hispanics, 8 were Blacks, and 31 were Women. In comparison to their representation in ODP (Minorities 7.8%, Women 26.9%), minorities and women received a reasonable proportion of promotions in all categories and grades.

OBJECTIVE 10:

Examine the merits of hiring additional handicapped persons into ODP and attempt to reconcile any objections or obstacles

ACTION:

Discuss with representatives of the Civil Service Commission

the capabilities of blind, retarded, and physically impaired persons in computer related work and the special facilities required to support them.

Discuss with the Office of Security the obstacles to obtaining a security clearance for blind or retarded persons.

Discuss with the Office of Logistics the equipment available to aid handicapped persons performing computer related work and the potential cost of facilities to support such persons.

Arrange for a pool of qualified deaf sign language interpreters to interpret for ODP's five deaf employees during training, office conferences, etc. Place at least one interpreter under permanent contract and obtain full Top Secret Code Word clearances. Report their availability to the coordinator for the Handicapped.

RESPONSIBLE OFFICER:

EEO Officer in coordination with the Administrative Staff.

TARGET DATE:

30 September 1977

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ACTION TAKEN:

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ODP solicited applications from four highly qualified deaf sign language interpreters, processed two for full security clearances, and placed [] under contract. ODP engaged [] for a 6 week training course. ODP also engaged Ms. [] on a one time basis for an office conference and briefing.